

SECRET

PRINTING AND PHOTOGRAPHY DIVISION  
WEEKLY REPORT FOR PERIOD OF  
20 FEBRUARY - 26 FEBRUARY 1986

I. ITEMS OR EVENTS OF MAJOR INTEREST THAT HAVE OCCURRED  
DURING THE PRECEDING WEEK

A. The Office of Logistics, Printing and Photography Division (OL/P&PD) PRODUCED AND DIRECTED A VIDEO TAPE PRODUCTION OF THE DDA QUARTERLY MEET ON 12 FEBRUARY 1986 IN THE PRINTING AND PHOTOGRAPHY BUILDING. DATA WAS GATHERED ON EACH OF FOUR SEGMENTS OF THIS VIDEOTAPE WHICH INCLUDED EMPLOYEES OF THE QUARTER (WARDS); THE OPERATION OF THE NEW SIX-COLOR PRESS IN P&PD; HEADQUARTERS CAFETERIA RENOVATIONS; AND AN UPDATE OF THE NEW HEADQUARTERS BUILDING CONSTRUCTION. THIS VIDEOTAPE WAS COMPLETED IN THE ALLOTTED THREE AND ONE-HALF DAYS.

B. The Office of Logistics, Printing and Photography Division (OL/P&PD) APPROVED TELEVISION EQUIPMENT PURCHASES OF \$7,119.41 DURING THIS REPORTING PERIOD. ESTABLISHED AS A SAFEGUARD AGAINST UNNECESSARY DUPLICATION, INCOMPATIBILITY, AND POOR QUALITY EQUIPMENT, P&PD HAS PROVIDED THIS SERVICE FOR THE PAST THREE YEARS WITH EMPHASIS ON APPROVING TELEVISION PRODUCTION EQUIPMENT. DURING THAT TIME THERE HAVE BEEN MANY INSTANCES WHERE P&PD'S EFFORTS HAVE SAVED AGENCY COMPONENTS FROM PROCURING EQUIPMENT THAT WOULD NOT COMPLETELY SATISFY THEIR NEEDS. AT THE SAME TIME P&PD HAS OFFERED GUIDANCE AS TO THE CURRENT SELLING PRICE FOR SPECIFIED EQUIPMENT, THE 'TRACK RECORD' THE ITEM HAS ESTABLISHED WITH OTHER CUSTOMERS, AND OTHER INFORMATION THAT IS PERTINENT TO THE END USER'S NEEDS. WHILE THE DIRECT DOLLAR SAVED HAVE BEEN SMALL (UP TO \$500.00 FOR A SINGLE ITEM), THE PAYOFF IN TERMS OF CUSTOMER SATISFACTION HAS BEEN WELL WORTH THE EFFORT.

C. The Office of Logistics, Printing and Photography Division (OL/P&PD) IS CONTINUING TO STUDY ALTERNATIVE SOURCES FOR THE PRODUCTION OF THE FOREIGN BROADCAST INFORMATION SERVICE (FBIS) DAILY REPORTS AND THE JOINT PUBLICATIONS RESEARCH SERVICE (JPRS) REPORTS. A DRAFT STAFF STUDY EXPLORING TWO ALTERNATIVES FOR PRODUCING THESE PUBLICATIONS, THE ESTABLISHMENT OF A SATELLITE PRINTING PLANT AND THE FEASIBILITY OF CONTRACTING OUT THE PRINTING OF THESE PUBLICATIONS, HAS BEEN COMPLETED AND IS UNDERGOING EDITING. WE EXPECT COMPLETION OF THIS STUDY LATER THIS WEEK.

D. REPRESENTATIVES OF THE OFFICE OF LOGISTICS, PRINTING AND PHOTOGRAPHY DIVISION (OL/P&PD) MET WITH A REPRESENTATIVE OF THE INFORMATION AND MANAGEMENT SUPPORT STAFF (IMSS), DL TO DISCUSS THE PUBLICATION OF THE DL YELLOW PAGES. THIS DOCUMENT, WHICH IS STILL IN THE PLANNING STAGES, IS DESIGNED TO INFORM AGENCY PERSONNEL OF THE MYRIAD OF SERVICES PROVIDED TO THE AGENCY BY DL, THE DL COMPONENT TO CONTACT, AND THE TELEPHONE NUMBER. THIS MEETING WAS HELD TO EXAMINE THE POSSIBLE FORMATS FOR THIS PUBLICATION AND THE BEST WAY TO FORWARD IT TO P&PD FOR PRINTING. IMSS IS STILL UNSURE OF THE BEST FORMAT AND WILL MEET WITH OTHER DL COMPONENTS TO SEEK IDEAS. FURTHER MEETINGS WILL BE HELD ON THIS PUBLICATION IN THE FUTURE.

E. LAST WEEK A TECHNICIAN FROM GERBER SCIENTIFIC INSTRUMENT COMPANY (GSI) INSTALLED UPGRADED HARDWARE AND SOFTWARE FOR THE ELECTRONIC PAGE CONTROLLER (EPC), THE INTERFACE BETWEEN THE PAGING SYSTEM AND THE LASER PLATEMAKER FOR THE DIGITAL RESEARCH DIRECT-TO-PLATE PROJECT.

H. The Office of Logistics, Printing and Photography Division (OL/P&PD) WILL BE DELIVERING 2,000 OF THE 10,000 COPIES OF THE U.S. TRADE COMMISSION'S ANNUAL REPORT ON 26 FEBRUARY 1986. THE REMAINING 8,000 COPIES HAVE BEEN SCHEDULED FOR COMPLETION DURING THE WEEK OF 3 MARCH 1986.

I. The Office of Logistics, Printing and Photography Division (OL/P&PD) HAS BEEN COMMITTED TO THE DELIVERY OF SEVERAL RECRUITMENT BROCHURES FOR VARIOUS OFFICES THROUGHOUT THE AGENCY. THEY ARE AS FOLLOWS:

1. PRACTICING LAW AT CIA: 500 COPIES FOR OFFICE OF GENERAL COUNCIL.
2. SECURITY RECRUITMENT: 25,000 COPIES FOR THE OFFICE OF PERSONNEL.
3. DDA PROFESSIONAL CAREERS: 25,000 COPIES FOR THE OFFICE OF PERSONNEL.
4. CLERICAL CAREERS: 25,000 COPIES FOR THE OFFICE OF PERSONNEL.
5. TRAINING FOR INTELLIGENCE: 20,000 COPIES FOR THE OFFICE OF TRAINING AND EDUCATION.

K. FOUR RETIRED EMPLOYEES OF THE OFFICE OF LOGISTICS, PRINTING AND PHOTOGRAPHY DIVISION (OL/P&PD) WERE AWARDED INTELLIGENCE CONSERVATION MEDALS (ICM) AT A CEREMONY IN THE AUDITORIUM ON THURSDAY, 20 FEBRUARY. THE PRESENTATIONS, MADE BY THE DIRECTOR OF LOGISTICS, WERE WITNESSED BY 250 CO-WORKERS OF THE RECIPIENTS AND 15 GUESTS.

COMBINED TOTAL SERVICE EXCEEDED 120 YEARS.

II. SIGNIFICANT EVENTS ANTICIPATED DURING THE

COMING WEEK  
NONE.

SECRET

END OF DOCUMENT